

**BOARD MEETING MINUTES**  
**SHHA Monthly Board Meeting December 14, 2022, at 6:30 PM**

*Prepared by Betsy Rodriguez*

1. **CALL TO ORDER:** The monthly SHHA Board Meeting was called to order by the President at 6:38 PM via Zoom Meeting. A quorum was present.
2. **ROLL CALL:** (P- Present; A-Absent, E-Excused)

|                                  | P | A | E |                  | P | A | E |                       | P | A | E |
|----------------------------------|---|---|---|------------------|---|---|---|-----------------------|---|---|---|
| President –<br>Roger Hagengruber | X |   |   | Elizabeth Edgren |   |   | X | Kathleen<br>McCaughey | X |   |   |
| Vice President –<br>Dale Arendt  | X |   |   | Tracey Goodrich  |   |   | X | Hugh Prather          | X |   |   |
| Secretary –<br>Martin Kirk       | X |   |   | Robert Hare      | X |   |   | Bob Thomas            | X |   |   |
| Treasurer –<br>Randy Tripp       | X |   |   | Fenton McCarthy  |   |   | X | Rick Thomson          | X |   |   |
| David Crossley                   | X |   |   | Susan McCasland  | X |   |   |                       |   |   |   |

Guest(s): Claudia Mitchell, Marlene Flor  
Both guests were welcomed to the meeting.

3. **CONSENT AGENDA APPROVAL:**
  - a. November Meeting Minutes Approval
  - b. Secretary’s Report
  - c. Treasurer – November Financial Reports
  - d. Architectural Control Committee (ACC) Report
  - e. Covenant Support Committee (CSC) Report.
  - f. Community Service & Membership (CS&M) Report.
  - g. Communications & Publications Committee (C&P) Report
  - h. Environment and Safety (E&S) Report
4. **NOVMEBER MEETING MINUTES APPROVAL:** The November 9, 2022, Board Meeting Minutes were emailed to the Board on November 17, 2022 and is part of the Consent Agenda. A motion was made and seconded to approve the Consent Agenda. No discussion was held.

Motion: That the December 14, 2022, Consent Agenda approval is for the Board members to approve the minutes and the reports that have been submitted to the Board thus far, leaving it open for each of the committee chairs to add material or to make amendments to material as they see fit.

Approved - Unanimous 2022-12-14-1 GEN

5. **Nominating Committee (NC) (Dale Arendt)**
  - a. Board Candidate: Due to unforeseen circumstances, Marsha Starns has withdrawn her name from consideration as a Board candidate. Ann List has also withdrawn her name.

- b. Current board members Elizabeth Edgren and Robert Hare: Elizabeth and Robert’s first three-year term on the Board will expire January 8, 2023. Both have agreed to serve a second three-year term. A motion was made and seconded to elect Elizabeth Edgren and Robert Hare to a second three-year term on the SHHA Board of Directors. No discussion was held.

Motion: To elect Elizabeth Edgren and Robert Hare to a second three- year term as SHHA Board of Directors. Effective January 9, 2023 through January 2025.

Approved - Unanimous

2022-12-14-2 NC

- c. Board Member/Vice President position: Dale Arendt’s three-year term as a Board member will have expired this month. Having prior commitments, Dale Arendt will end his term as a Board member and Vice President at the end of this meeting. Hugh Prather has agreed to finish out Dale’s term as Vice President which ends at the end of the 2023 Annual Meeting. A motion was made and seconded that the Board elect Hugh Prather as Vice President effective December 15, 2022 to fulfill Dale Arendt’s position until the 2023 Annual Meeting. No discussion was held.

Motion: That the Board elect Hugh Prather as Vice President effective December 15, 2022 to fulfill Dale Arendt’s position until the 2023 Annual Meeting.

Approved – 10/1 abstention

2022-12-14-3 NC

- d. Present proposed slate of Officers for 2023: Per the Bylaws, Section 4.2 the election of Officers-elect shall be conducted at the December meeting by a majority vote of a quorum of the Board. The Officers-elect shall take office immediately following the end of the February Annual Meeting. Each person elected as an Officer shall continue in office through the next Annual Meeting after taking office. Vacancies of officers shall be filled by a majority vote of a quorum of the Board subject to other conditions of these Bylaws regarding length of service on this Board. Any new officer shall complete the term of the replaced officer.

The 2023 slate of officers were presented as follows:

President: Roger Hagengruber; Vice President: Hugh Prather; Secretary: Martin Kirk; Treasurer: Randy Tripp. A motion was made and seconded that the Board elect the proposed slate of officers by acclamation. No discussion was held.

Motion: That the Board elect the proposed 2023 Slate of Officers by acclamation.

President: Roger Hagengruber, Vice President: Hugh Prather, Treasurer: Randy Tripp, Secretary: Martin Kirk, and per the Bylaws section 4.1, extend the terms of President: Roger Hagengruber, Treasurer: Randy Tripp, Secretary: Martin Kirk for one year, to take effect after the 2023 Annual Meeting.

Approved - Unanimous

2022-12-14-4 NC

## 6. OFFICER REPORTS:

### a. President (Roger Hagengruber):

- (1) Discussion of announcement of dues increase: We have not had much feedback regarding the dues increase. As of last week, we had approximately three homeowners submit comments/questions regarding the dues, and Roger has responded.
- (2) Discussion of annual meeting and possible speakers: Because of time constraints, we are limited to the number of speakers we can have. We will have a representative from Sandia Heights Services at the meeting to inform the residents about the replacement of the water lines system that will be taking place and the timeframe for this project.
- (3) Status of membership candidates: Dale has presented two board candidates that will be voted on at the annual meeting.
- (4) Candidates for committee chairs and officers: The CSC is looking at a potential chair for the Committee. Any Board member interested, please contact Bob Thomas.
- (5) Annual Meeting Agenda and Procedures of Conduct: The agenda and procedures of conduct for the annual meeting were discussed. A motion was made and seconded to approve the 2023 Annual Meeting Agenda and the Procedures of Conduct. A brief discussion was held. The agenda and procedures will be published in the January 2023 GRIT.

Motion: To approve the 2023 Annual Meeting Agenda and the Procedures of Conduct.

Approved - Unanimous

2022-12-14-5 GEN

### b. Vice President (Dale Arendt): Nothing to Report.

### c. Secretary (Martin Kirk):

- (1) The November 9, 2022, Board Meeting Minutes were distributed via email on November 17, 2022.
- (2) The December GRIT was approved on November 18, 2022.

### d. Treasurer (Randy Tripp):

- (1) The November financial reports were emailed to the Board for review on December 9<sup>th</sup>.

## 7. COMMITTEE REPORTS:

### a. Architectural Control Committee (ACC) (David Crossley):

- (1) The November 16<sup>th</sup> and December 7<sup>th</sup> meeting minutes were emailed to the Board.
- (2) ACC application approvals for November: 23
- (3) GRIT article for the December issue: None
- (4) Committee Membership: 7 members. We are in critical need of ACC members. If you know of anyone who is interested in joining the committee, please contact David Crossley or the SHHA office.
- (5) We have a legal action still in progress.
- (6) Request for EC/Board Action: None.
- (7) **David Crossley:** Will submit a GRIT article on sheds. **Action Item Open.**
- (8) **David Crossley:** Will submit a GRIT article that will summarize some of the actions dealing with the most egregious violations. **Action Item Open.**

- b. Covenant Support Committee (CSC) (Bob Thomas):
  - (1) The meeting scheduled for December 6<sup>th</sup> was canceled; a quorum was not available to conduct business.
  - (2) As of November 30<sup>th</sup>, 2 files were closed.
    - a. 1 – RV
    - b. 1 – Elm trees
  - (3) As of November 30, there were 12 complaint files open.
  - (4) GRIT article for the December issue: None.
  - (5) Committee Membership: 8 members.
  - (6) Request for EC/Board action: None.
  
- c. Community Service & Membership Committee (CS&M) (Elizabeth Edgren):
  - (1) The minutes from November 30<sup>th</sup> meeting were emailed to the Board.
  - (2) GRIT article(s) for the December issue: Join the Welcome Wagon!
  - (3) Committee Membership: 3 members. We are in need of more volunteers.
  - (4) Request Board members volunteer to help with the Annual Meeting set-up and clean-up, contact/email Elizabeth Edgren.
  
- d. Communications & Publications Committee (C&P) (Susan McCasland):
  - (1) There was no committee meeting held in November.
  - (2) The database and website updates will start in the new year.
  - (3) The layout for the January 2022 GRIT is in progress. You have the rest of this week to submit content.
  - (4) GRIT articles for the December issue: 2023 Annual Meeting, Monthly Fun Fact, The view from Jackrabbit Hill (Historical article from February 1993)
  - (5) Committee Membership: 5 members. Claudia Mitchell has joined the Committee.
  - (6) Discussion of GRIT layout with respect to ads: This was not discussed.
  - (7) GRIT notification: The GRIT is an important method of communication within Sandia Heights. Currently only members can receive the printed version or notification of the on-line version. There are few avenues to communicate with the non-members and renters. This proposal would allow the non-members and renters who are interested to be included in the notification of availability of the on-line GRIT. This may also induce some non-members to join. In order to find out which non-members or renters would like to receive GRIT notification, we might include a notice in the utility mailer or send a one-time letter informing them of this new service. Once those interested are recruited and added to the list, there would be no additional cost (postage). A motion was made and seconded to allow interested no-members and renters to be notified of the availability of the on-line GRIT in the same manner as members are currently. No discussion was held.

Motion: To allow interested non-members and renters to be notified of the availability of the on-line GRIT in the same manner as members are currently.

Approved - Unanimous

2022-12-14-6 C&PC

- e. Environment and Safety Committee (E&S) (Kathleen McCaughey)
  - (1) The Committee met on November 28<sup>th</sup>. The minutes were emailed to the Board on December 5<sup>th</sup>.
  - (2) Committee Membership: 7 members.
  - (3) **Kathleen:** will publish a future GRIT article on understanding the rules of the road.  
**Action Item Open. Update:** Discussion was held, and several items such as estate sales, garage sales, resident parties/events, street side parking, signage, parking in neighbor's driveways, are some issues of concern. A future article will be published in the GRIT addressing some of these issues.

**8. UNFINISHED BUSINESS: Action Items from last Board Meeting:**

- a. **Board:** was asked to reach out to their neighbors and encourage them to become involved in their community by joining the Board. Anyone interested should contact Hugh Prather. **OPEN**
- b. **Office Staff:** was asked to submit a draft agenda template for the annual meeting and meeting procedures to the Executive Committee. Also email Officer and Committee Chair annual meeting reports template. **Update:** These tasks were completed November 14<sup>th</sup>. **CLOSED**
- c. **Kathleen McCaughey – Budget for cutting down Elm trees:** was asked to contact Bernalillo County and gather all information regarding the proposed project and submit it to the EC for review. **Update:** This item has been rescinded. **CLOSED**

**9. NEW BUSINESS:**

- a. Sense of the Board on possible Bylaws revisions: Roger is working on getting those SHHA residents that volunteered to review the Bylaws together. Roger will try to get a meeting scheduled the week after Christmas. Information regarding resident privacy in the Bylaws and/or the Policies and Procedures will also be discussed. Hugh Prather would like for section 6.4 Number of Directors be reviewed and discussed as well.

**10. BOARD ACTION ITEMS RESULTING FROM THIS MEETING:** None.

**11. ANNOUNCEMENTS:** None.

**12. NEXT MEETING:** The next Board meeting is scheduled for January 11, 2023 at 6:30 pm via Zoom.

**13. ADJOURNMENT:** 7:38 pm.

|                             |      |
|-----------------------------|------|
| Roger Hagenruber, President | Date |
| Martin Kirk, Secretary      | Date |

*Signatures on file in the SHHA Office*